

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING
AUGUST 19, 2013 – REGULAR SESSION**

The Board of Island County Commissioners (including Diking Improvement District #4) met in Regular Session on August 19, 2013 beginning at 10:00 a.m. in the Board of County Commissioners Hearing Room (Room # 102B), Annex Building, 1 N.E. 6th Street, Coupeville, Washington. Jill Johnson, Chair, Kelly Emerson, Member, and Helen Price Johnson, Member were present. The meeting began with the Pledge of Allegiance.

Note: To view the video recording of this meeting, go to the County's [website](#) or directly to [the video](#). If you are interested only in a specific topic, click on the timestamp located on [the agenda](#) for that particular issue to hear the discussion.

EMPLOYEE PRESENTATION

- Thank you to Dave Bonvouloir, Solid Waste Manager, for 28 years of service

PUBLIC INPUT OR COMMENTS

[Documents on file with the Clerk of the Board]

Public input or comments were offered by:

- Beth Munson
- Garrett Newkirk (Handout Provided)
- David Day

CONSENT AGENDA

[Documents on file with the Clerk of the Board]

Pre-audited bills:	\$212,987.06
Vouchers:	\$212,987.06
Electronic funds transfers:	\$232,206.08
Payroll:	\$611,800.99
Minutes:	none

Historical Preservation

Historical Preservation Grant with the South Whidbey Historical Society for collection, preservation and presentation of information, stories and artifacts of Whidbey history. Grant Amount: \$3,500.00 (RM-BOCC-2013-270)

Human Resources

Resolution C-81-13 Establishing Salaries for Non-Bargaining Unit Employees (Excluding Elected Officials)

Human Services

Contract Amendment with Washington Vocational Services to provide Individual Employment and Community Access to Island County citizens. Contract # HS-36-11(3); Amount: \$5,000 (RM-HS-2013-216)

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Natural Resources

Contract Amendment 4 with WA State Recreation and Conservation Office- Lead Entity- Salmon Project. Contract funds Lead Entity to facilitate implementation of the WRIA6 Salmon Recovery Plan. Lead Entity works with stakeholders to oversee the program and prioritize project in support of state recovery efforts. Amendment extends the end date of agreement from June 30, 2013 to August 31, 2013. Contract No. 11-1477P; Amount: \$188,576.21 (RM-DNR-2013-269)

Public Works- County Roads

- Supplemental Agreement No. 5 – Reichardt & Ebe Engineering, Inc.; East Camano Dr/Elger Bay Rd/Monticello Dr Intersection Improvements; Completion Date revised to December 31, 2013. (RM-PW-2013-266) (PW-1320-121)
- Contract/Contract Bond – Specialized pavement marking, Inc.; 2013 Profiled Plastic Line Installation – Whidbey & Camano Islands, CRP 11-01/CRP 09-08 (RM-PW-3012-257) (PW-1320-120)

WSU Extension

Interagency Agreement between WA State Department of Agriculture and Island County and its Agent Island County Noxious Weed Control Board to provide funding for the ongoing control of the noxious weed Spartina in Island County from July 1, 2013 through June 30, 2015. The source of funds provided by the WA State Department of Agriculture. Contract Number: K1143; Amount: Up to \$100,000.00 (RM-WSU-2013-255)

ACTION TAKEN:

Motion by Commissioner Emerson to approve the Consent Agenda as presented, second by Commissioner Price Johnson. Motion carried 3-0

REGULAR AGENDA

[Documents on file with the Clerk of the Board]

Planning and Community Development

Contract with The Watershed Company to provide technical assistance with the Fish and Wildlife Habitat Conservation Area (FWHCA) element of Island County's Critical Area Ordinance in order to be consistent with the Growth Management Act (RCW 36.70.A). Funds provided by WA State Department of Commerce National Estuary Program (NEP) Watershed Protection and Restoration Grant. Contract No. 12-63401-010; Amount: \$250,000 (RM-PLAN-2013-264)

Dave Wechner, Planning Director, and Kira Swanson, Planner/Critical Areas, provided the staff report, recommending approval.

ACTION TAKEN:

Motion by Commissioner Price Johnson to approve the contract with the Watershed Company as presented, second by Commissioner Emerson. Motion carried 3-0

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PUBLIC HEARINGS

[Documents on file with the Clerk of the Board]

None Scheduled

COMMISSIONERS COMMENTS AND ANNOUNCEMENTS

Commissioner Price Johnson

- Tuesday August 13 to August 15, Executive Board Meeting with Washington State Association of Counties (WSAC)
- Friday August 16, Washington Counties Insurance Fund (WCIF) Meeting
- Sunday August 18, Island County Fair and brought home a ribbon
- Tuesday August 20 and Thursday August 22, Budget Workshop
- Wednesday August 21, work session
- Thursday August 22, Builders Picnic
- Friday August 23, Island Transit Meeting
- Friday August 23, encouraging people to come and see Shakespeare in the Park in Langley

Commissioner Johnson

- Tuesday August 13, Skagit Regional Clinics Open House on Camano Island
- Thursday August 15, Habitat for Humanity Open House
- Sunday August 18, Island County Fair and
- Monday August 19, Board of Health Meeting
- Tuesday August 20, Canvassing Board
- Tuesday August 20, and Thursday August 22, Budget Workshop
- Friday August 23, Solid Waste Advisory Committee

ACTION TAKEN:

Motion by Commissioner Price Johnson to recess until 11:00 A.M. for a discussion on the Pro/Con Committee for Advocates for the Law and Justice Levy, second by Commissioner Emerson. Motion carried 3-0

At 10:30 a.m. the Board recessed.

At 11:00 a.m. the Board reconvened Regular Session.

Commissioners

ADDED TO THE REGULAR AGENDA

Pro/Con Committee Discussion for Advocates for the Law and Justice Levy

ACTION TAKEN:

Motion by Commissioner Price Johnson to forward the names to the Auditor's Office to formally appoint the Pro and Con Committees for Advocates for the Law and Justice Levy, second by Commissioner Emerson. Motion carried 2-0 (*Commissioner Emerson abstained*)

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ACTION TAKEN:

Motion by Commissioner Price Johnson to recess until 1:30 P.M. on Tuesday, August 20, for Budget Workshop, second by Commissioner Emerson. Motion carried 3-0

At 11:08 a.m. the Board recessed.

AUGUST 20, 2013 AT 1:30 P.M. – REGULAR SESSION RECONVENED
BUDGET WORKSHOPS WITH DEPARTMENTS

Budget Workshops were scheduled on August 20, August 22, and August 27 for Elected Officials and Appointed Department Heads as an opportunity for them to highlight for the Board their respective 2014 budget proposals.

Clerk

Presentation by Debra Van Pelt

Handout – “Caseloads”

- Ms. Van Pelt reported that her department continues to save money by scanning paper files; however, additional resources are necessary to convert microfiche to digital.
- An additional clerk is requested to maintain mandated duties and to restore the office to the 2008 staffing level.
- With an increase in postage fees combined with added responsibilities that require the use of postage, an increase of \$2,000 is requested.
- While free training opportunities are offered through the Administrative Office of the Courts, there is still a need to cover transportation and lodging. Ms. Van Pelt would like to increase her “travel transportation” to \$1,500 and “travel lodging” to \$2,000.

Coroner

Presentation by Dr. Robert Bishop

- Dr. Bishop’s only supplemental request is that the Board considers increasing the pay grade level for what is now his Deputy Coroner position. Originally the position was classified and has remained through the years a secretarial position at a pay grade of 9.

Superior/Juvenile Courts

Presentation by Brooke Powell

Handout – “Executive Summary”

Superior Court

- To achieve the Courts’ goal of upgrading the courtrooms, Ms. Powell indicated that the intent is to utilize funds available through the Trial Court Improvement Account.
- Restoration of the Court Commissioner position at an estimated amount of \$35,000 will reduce congestion and improve access to the courts.

Juvenile Court

- While there is a need to replace aging equipment, Ms. Powell has been able to utilize existing grant funds and state revenue sharing opportunities to replace outdated systems.

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Civil Service Commission

Presentation by Gene Parmalee

- Mr. Parmalee, on behalf of the Commission, requested an increase from \$500 to \$2,000 for travel expenses.

Public Defense

Presentation by Elaine Marlow

- The proposed budget contains a placeholder amount of \$526,950 for the Public Defense contract. The County is currently in the process of seeking proposals from qualified firms to provide public defense services. The state now directly hires and pays counsel for sexual predators so the budget for conflict attorneys has been reduced by \$100,000 in expenditures in response to services provided by the state.

Sheriff

Presentation by Mark Brown, Kelly Mauck, De Dennis, Wylie Farr

The Sheriff's proposed list of supplemental requests for 2014 includes:

- Six additional patrol deputy positions or any number of positions the Board can approve with existing or anticipated 2014 current expense funding.
- Seven new patrol vehicles at a cost of approximately \$45,000 per vehicle (equipped). If new patrol deputy positions are approved, then the request is increased to a minimum of nine patrol vehicles in 2014.
- To accommodate the additional vehicles if approved, an \$18,000 fuel increase is then requested.
- The addition of one full-time Civil/Records Clerk (administrative assistant) to replace the vacant position, would consider someone with an accounting background.
- Two additional full-time corrections deputy positions.
- It has been determined that the Chief Jail Administrator pay grade should be adjusted from a pay grade SNR 23 to SNR 26 effective January 2014 following the recent 8.4% pay increase for the Corrections Division.
- Replacement of the CrossMatch L-SCAN Fingerprint Scanner and Automated Fingerprint Identification System at an additional cost of \$18,000.
- In anticipation of hiring six new patrol deputies, the Sheriff is requesting \$17,430 for the WA State Criminal Justice Training Center Academy expected fees.

District Court

Presentation by the Honorable William Hawkins and Maggie Paczkowski

Together with announcing that Ms. Paczkowski is planning for her retirement in July 2014, Judge Hawkins proposed the following supplemental requests:

- Increase the receptionist position in probation from C-6 to C-7 because this person is responsible for more than the usual reception/clerk duties as well as handling at times probation officer duties.
- Develop a position for a "Lead Clerk" in the court staff to assist with administrative and supervisory duties, with a change in pay grade level from a C-7 to a C-8.

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Judge Hawkins also asked that the Board consider in the future re-establishing the satellite courts in Langley and Camano, and also purchasing a camera for a closed circuit video monitoring security system for the building with signs.

Budget Director

Ms. Marlow reviewed with the Board major assumptions and the budget process going forward.

At 2:23 p.m. the Board recessed until Thursday, August 22 at 9:00 a.m.

AUGUST 22, 2013 AT 9:00 A.M. – REGULAR SESSION RECONVENED
BUDGET WORKSHOPS WITH DEPARTMENTS

Assessor

Presentation by Mary Engle

Ms. Engle reported that the Assessor's budget includes an increase due to a step/tier change within her staff. Additionally she requests:

- Maintain the part time position to assist with segregations.
- If there is a move to return public service hours to five days a week, the office would need to increase a .5 FTE position to a 1.0 FTE.
- To prepare for two upcoming retirements, an additional \$45,000 would be required in order to hire a trainee who could prepare for accreditation, accumulate hours, and be ready to move into an appraisal position at the time of another staff's retirement.

Public Health and Department of Natural Resources

Presentation by Keith Higman, Michele Graaff, Vanya Brown

- The existing levels of services and programs in the Public Health Pooling Fund entering 2014 reflect a deficit of \$33,910; however, discrepancies in the fund amount are still being determined at this time.
- Until a new Washington State cost allocation plan is adopted regarding the Medicaid Administrative Match (MAM), the department is limited to claims to the Health Care Authority not exceeding \$50,000 annually. MAM is one of the department's most important sources of federal public health funding.
- The current year's permit activity does not represent a significant improvement in local economic conditions as evidenced by flat fee revenue.
- A 2% wage adjustment would require approximately \$42,000 of additional revenue in the Public Health Pooling and DNR budgets for 2014.

Human Services

Presentation by Jackie Henderson, Jaime Montoya, and Lynda Richards

- It is anticipated that funding for Chemical Dependency Treatment and Prevention will decrease partially due to Medicaid expansion with a 5% reduction expected due to sequestration. The department will adjust the budget accordingly once the final numbers are known.
- There has been a decrease in funding from the Housing and Essential Needs Grant (HEN), Consolidated Housing Grant (CHG), and also a decrease in housing funds from the

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Department of Commerce with the conclusion of the Community Development Block Grant (CDBG).

- Administrative reimbursement is reduced in response to cuts from the Division of Behavioral Health and Recovery and also is reduced due to Medicaid expansion.
- Ms. Henderson's only request for assistance would be that the Board consider providing \$18,000 to cover her building's rent and utilities.

Following the departmental Budget Workshops, the Board engaged in a brief dialogue about how to create a model of understanding going forward in terms of true departmental costs.

The Board recessed at 10:41 a.m.

At 1:30 p.m. the Board reconvened for Budget Workshops.

Auditor

Presentation by Sheilah Crider, Anne LaCour, LaRae Brown

- Request the addition of one 1.0 FTE Staff Accountant at an approximate cost of \$80,000.
- Request the addition of one 1.0 FTE Indexing/Licensing Deputy at an approximate cost of \$53,000.
- With the addition of both positions, the Auditor's Office would have the necessary staff to restore office hours on Fridays.

Treasurer

Handout – "Substitute Senate Bill 5705"

Presentation by Ana Maria Nunez, Wanda Grone, Bruce Rohm, and Jill Wood

Wellness Committee

Mr. Rohm reported about the benefits of having a Wellness Committee and the need to establish and maintain the program. In order to continue to provide core activities:

- The Wellness Committee requests a dedicated source of funding.
- Assign an individual to administer activities of the Committee as part of his/her tasks and responsibilities. An allocation of four hours per week would be adequate to dedicate for this purpose.

Treasurer's Report

- Request the permanent assignment of a Deputy Treasurer whose primary task would be to process supplements; and
- Permanent placement of the part-time Administrative Assistant position.

WSU Extension

Presentation by Timothy Lawrence and Pam Bishop

Mr. Lawrence requested reinstatement of partial funding for two programs, 4-H Youth Development and Shore Stewards:

- \$10,000 augmentation to the 4-H program; and

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- \$8,500 for Shore Stewards: \$7,450 for salary and benefits for Scott Chase and \$1,050 to M & O.

Following the departmental Budget Workshops, Ms. Marlow and the Board addressed the day's conversations. Ms. Marlow will provide a list of positions funded with one-time money and will continue to update the 2014 supplemental list which is currently at \$1.8 million. Not built in to the supplemental list amount for 2014, and should be considered, is a COLA wage adjustment. A future Budget Workshop will be dedicated to a discussion about fund balance and fiscal behavior.

ACTION TAKEN:

Motion by Commissioner Price Johnson to adjourn the August 19 meeting, second by Commissioner Johnson. Motion carried 2-0 (*Commissioner Emerson left the meeting at 3:00 p.m.*)

There being no further business to come before the Board the meeting adjourned at 3:17 p.m. The Board will meet next in Regular Session on August 26, 2013 at 11:00 a.m. for Roundtable, followed by agenda items at 6:00 p.m.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Jill Johnson, Chair

Kelly Emerson, Member

Helen Price Johnson, Member

ATTEST:

Debbie Thompson, Clerk of the Board